



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

April 14, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This letter will update the tables of classes of positions and the departmental staffing provisions by adding new classifications, by making a salary change, by deleting a non-represented classification, by changing the title of a classification, by reclassifying positions in various County departments, and by making technical corrections.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add two (2) classifications, to change the salary of one (1) non-represented classification, to delete one (1) non-represented classification, to change the title for one (1) non-represented classification, to implement the results of various classification studies, and to make technical corrections.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only*

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon accepted principles of classification. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan Goal of Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

New Classes

In conjunction with the reclassification of positions in the Board of Supervisors, Arts Commission, we are establishing the Chief I, Arts Commission Programs and Chief II, Arts Commission Programs (Attachment A). These positions report directly to the Executive Director, Arts Commission and function as division managers. Specifically, the positions develop, direct, manage, and implement comprehensive Arts Commission programs and initiatives.

Salary Change

We are recommending a salary change for Recreation Therapy Chief commensurate with the salary for the Rehabilitation Therapy Chief classification (Attachment A).

Deleted Classes

We are recommending the deletion of one (1) represented classification, and one (1) non-represented classification from the County's Classification Plan (Attachment A). The deletion of these vacant classes is consistent with the County's strategy to reduce the number of obsolete County classes maintained in the Classification Plan. The affected departments have been informed of and have consented to the deletions.

Title Change

The title of the department-specific Head, Marketing Services, Library will be changed to Head, Marketing and Communications (Attachment A). This title change will facilitate a reclassification in the Board's Arts Commission (Attachment B). It will also provide a generic classification that can be utilized throughout the County for positions assigned to develop, coordinate, and direct departmental marketing, public relations, and public information campaigns.

Reclassifications

Based upon individual position studies, we recommend that forty-three (43) ordinances positions in four (4) departments be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Technical Correction

We are amending the Probation Department staffing provision to correct posting errors from an earlier reclassification ordinance adopted by your Board on March 17, 2009.

FISCAL IMPACT/FINANCING

The projected budgeted cost for the forty-three (43) budgeted positions that will be reclassified is estimated to total \$614,871 (all funds). Net County cost is estimated to be \$599,922. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of “a classification plan and the classification of all positions.” This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL
PHG:VMH:KP:mst

Attachments (2)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A

CLASSES RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Savings/ Megaflex	8809	Chief I, Arts Commission Programs	N23 S8
Savings/ Megaflex	8810	Chief II, Arts Commission Programs	N23 S9

NON-REPRESENTED CLASS RECOMMENDED FOR SALARY CHANGE

Item No.	Title	Current Salary	Recommended Salary
5822	Recreation Therapy Chief	NM 97K	NM 102B

NON-REPRESENTED CLASS RECOMMENDED FOR DELETION

Item No.	Title
9197	Patient Financial Services Officer

REPRESENTED CLASS RECOMMENDED FOR DELETION

Item No.	Title
8661	Group Supervisor, Nights

NON-REPRESENTED CLASSIFICATION RECOMMENDED FOR TITLE CHANGE

Item No.	Current Title	Recommended New Title
1595	Head, Marketing Services, Library	Head, Marketing and Communications

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

BOARD OF SUPERVISORS - ARTS COMMISSION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Administrative Assistant III NM 85K Represented	Chief I, Arts Commission Programs (New Classification) N23 S8 Non-Represented
1	Project Director I NM 90A Non-Represented	Chief II, Arts Commission Programs (New Classification) N23 S9 Non-Represented
1	Public Information Officer I NM 88L Non-Represented	Head, Marketing and Communications (Title Change) NM 103E Non-Represented
1	Supervising Administrative Assistant III NM 96D Non-Represented	Chief I, Arts Commission Programs (New Classification) N23 S8 Non-Represented

All positions noted above report directly to the Executive Director, Arts Commission, and are being recommended for reclassification in conjunction with a departmental reorganization.

The Administrative Assistant III position manages and directs the development, negotiation, and execution of the Arts Commission's Grants and Professional Development programs. Duties also include creating and implementing training programs and capacity building workshops to assist County nonprofit arts organizations, and supervising the Countywide Arts Internship program. The expansion of the aforementioned programs has increased the subject position's scope of responsibility. Therefore, we recommend upward reclassification to the newly created Chief I, Arts Commission Programs.

The Project Director I position manages, directs, and implements the development of a comprehensive series of policy changes, educational initiatives, and a new infrastructure to promote a systemic and sequential K-12 classroom arts education. Duties also include expanding the Board approved *Arts for All* program throughout the County's 81 school districts, as well as providing technical and administrative guidance to employees and consultants. Based upon the position's reporting relationship to the Executive Director, Arts Commission and the increased scope of responsibility, we recommend upward reclassification to the newly created Chief II, Arts Commission Programs.

Due to the growth and high visibility of the Commission's programs, the Public Information Officer I position's responsibilities have increased to include marketing and public relations duties. Specifically, the position develops and directs the Arts Commission's media and communication strategies, community outreach campaigns, and public relations. In recognition of this expanded scope of responsibility, we recommend an upward reclassification to Head, Marketing and Communications (title changed from Head, Marketing Services, Library).

Lastly, the Supervising Administrative Assistant III position directs and manages the Board adopted Civic Art Policy. Specific duties include supervising a staff of project managers; managing the ongoing Civic Art Maintenance Plan; coordinating the development of artistic concepts and selection of artists; preparing the budget and identifying supplemental funding; and developing policies, procedures, and guidelines for projects and artists. Therefore, we recommend reclassification to the newly created Chief I, Arts Commission Programs to provide management at a level that will align the department's organizational structure with its operational objectives.

DEPARTMENT OF HEALTH SERVICES - SAN FERNANDO VALLEY CLUSTER

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Recreation Therapist I NM 82G Represented	Child Life Specialist NM 86G Represented

The subject position works with pediatric patients and their families or with children of patients facing various psychosocial challenges related to healthcare and hospitalization (e.g., preparation for medical procedure, illness, death). Specifically, it provides professional therapeutic intervention by promoting the development of effective coping skills through play, education, and self-expression activities.

The assigned duties fully meet the definition for Child Life Specialist, a classification which provides professional therapeutic intervention and appropriate psychosocial/developmental care services for pediatric patients and families. Therefore, we recommend upward reclassification of this position. In addition, this completes our recommendations for the Child Life Specialist Occupational Study within the Department of Health Services. As you may recall, your Board adopted our recommendation to establish the Child Life Specialist classification on August 12, 2008. Your Board subsequently adopted our recommendation to reclassify positions assigned to Child Life Specialist duties at LAC+USC and Harbor-UCLA Medical Centers on November 12, 2008.

PUBLIC HEALTH - ANTELOPE VALLEY REHABILITATION CENTER

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Intermediate Typist-Clerk NMV 62K Represented	Staff Assistant I NM 73E Represented

The subject position reports to an Assistant Rehabilitation Center Manager, and is located in the Warm Springs Rehabilitation Center which houses up to 199 residents undergoing substance abuse rehabilitation. It is responsible for coordinating and overseeing the activities of the General Services section. These activities include transportation for residents to and from medical appointments; ordering hygiene, clothing, and other supplies utilized by the residents; assigning incoming residents to temporary housing; processing incoming mail and logging in and securing residents' unauthorized personal property upon arrival.

The duties and responsibilities assigned to this position are more consistent with the Staff Assistant I class concept and allocation standards which, by definition, acts as an assistant to a line operation manager and coordinates activities such as procurement, report preparation, records maintenance and intradepartmental services. Since the position is required to coordinate all functions of the General Services section with a high degree of independence, we recommend upward reclassification to Staff Assistant I.

SHERIFF'S DEPARTMENT - COURT SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Operations Assistant III, Sheriff NM 86C Represented	Contract Program Monitor NM 89F Non-Represented

The subject position is located in the Court Services Division Headquarters, Special Projects and reports to a Lieutenant. It oversees the \$1.5 million As-Needed Security Guard Services Contract which provides up to 250 security guards to perform security and support services for the Superior Court. Specific duties include monitoring, evaluating, and auditing contractor performance and coverage requirements, directing the invoicing process, and ensuring compliance with the technical requirements and standards for the contract.

The duties and responsibilities assigned to this position are more consistent with those typically assigned to positions allocated throughout the County as Contract Program Monitor. By definition, this class "monitors, audits, and evaluates a private agency's performance in providing the appropriate kind and level of service specified in the contract agreement." Therefore, we recommend upward reclassification to Contract Program Monitor.

SHERIFF'S DEPARTMENT - CUSTODY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Assistant Medical Records Director II (NM 82A) - Represented	1	Health Information Management Senior Supervisor (NM 86L) - Represented
6	Intermediate Clerk (NMV 61L) - Represented	5	Health Information Associate (NM 78L) - Represented
		1	Health Information Technician (NM 80L) - Represented
1	Medical Record Technician I (NM 66G) - Represented	1	Health Information Associate (NM 78L) - Represented
9	Medical Record Technician II (NM 70G) - Represented	2	Health Information Technician (NM 80L) - Represented
		5	Health Information Associate (NM 78L) - Represented
		2	Senior Typist-Clerk (NMV 67D) - Represented
1	Medical Records Director I (NM 85L) - Non-Represented	1	Health Information Manager (NM 89L) - Represented
4	Senior Medical Record Technician (NM 72B) - Represented	2	Health Information Senior Technician (NM 82L) - Represented
		2	Health Information Technician (NM 80L) - Represented
6	Supervising Medical Record Technician I (NM 74B) - Represented	2	Health Information Management Supervisor (NM 84L) - Represented
		3	Health Information Associate (NM 78L) - Represented
		1	Senior Typist-Clerk (NMV 67D) - Represented
8	Supervising Medical Record Technician II (NM 76A) - Represented	5	Health Information Management Supervisor (NM 84L) - Represented
		1	Medical Records Supervisor II (NM 74J) - Represented
		2	Health Information Associate (NM 78L) - Represented
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The subject positions are located in various facilities throughout the Sheriff's department, and either perform or supervise positions which perform medical records coding. The medical codes assigned ensure that maximum reimbursement is received for medical services rendered to inmates. The recommended allocations reflect the expanded duties and responsibilities of positions assigned to medical records coding, as well as increased federal and state regulatory requirements and changing technology in the industry. This action will facilitate the recruitment and retention of critical coding staff. It will also facilitate the eventual deletion of seven (7) classes from the County Classification Plan once the current positions are vacated.

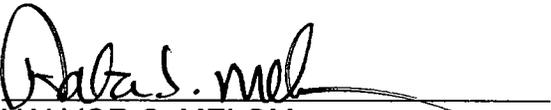
These actions are related to a prior recommendation adopted by your Board on December 20, 2005 in conjunction with the countywide Medical Records Coder Occupational Study. As you may recall, those recommendations were limited to the establishment of new classes in the Health Information series, and a reclassification of medical records coder-related positions in the Department of Health Services.

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Adding and establishing the salary for two (2) employee classifications in the classified service;
- Changing the salary for one (1) non-represented classification;
- Deleting one (1) non-represented classification;
- Changing the title of one (1) non-represented classification; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Board of Supervisors, Health Services, Probation, Public Health, Public Library, and Sheriff.

RAYMOND G. FORTNER, JR.
County Counsel

By: 
HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Services Division

HSM:vmh

Requested: 3/23/09

Revised: 3/24/09

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>8809</u>	<u>CHIEF I,ARTS COMMISSION PROGRAMS</u>	_____ *	<u>N23</u>	<u>S8</u>
<u>8810</u>	<u>CHIEF II,ARTS COMMISSION PROGRAMS</u>	_____ *	<u>N23</u>	<u>S9</u>

SECTION 2. Section 6.28.050 is hereby amended to change the salary of the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
5822	RECREATION THERAPY CHIEF	01/01/2006		92C
		10/01/2006		93H
		04/01/2007		95H
		07/01/2007	NN	95H
		01/01/2008	NN	96J
		07/01/2008	NM	96J
		01/01/2009	NM	97K
		_____ *	<u>NM</u>	<u>102B</u>

SECTION 3. Section 6.28.050 is hereby amended to delete the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
9197	PATIENT FINANCIAL SERVS OFFICER	01/01/2006	91B
		10/01/2006	92G
		07/01/2007	NN 92G
		01/01/2008	NN 93H
		07/01/2008	NM 93H
		01/01/2009	NM 94J

SECTION 4. Section 6.28.050 is hereby amended to change only the title of the following class:

ITEM NO.	TITLE
1595	HEAD,MARKETING SERVICES,LIBRARY <u>HEAD,MARKETING AND COMMUNICATIONS</u>

SECTION 5. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9122A	4	PROJECT DIRECTOR I
1600A	4	PUBLIC INFORMATION OFFICER I
0898A	4	SUPERVISING ADMINISTRATIVE ASSISTANT III

SECTION 6. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>8809A</u>	<u>2</u>	<u>CHIEF I,ARTS COMMISSION PROGRAMS</u>
<u>8810A</u>	<u>1</u>	<u>CHIEF II,ARTS COMMISSION PROGRAMS</u>
<u>1595A</u>	<u>1</u>	<u>HEAD,MARKETING AND COMMUNICATIONS</u>

SECTION 7. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0889A	5 <u>4</u>	ADMINISTRATIVE ASSISTANT III

SECTION 8. Section 6.77.030 (Department of Public Health – Antelope valley rehabilitation centers) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0907A</u>	<u>1</u>	<u>STAFF ASSISTANT I</u>

SECTION 9. Section 6.77.030 (Department of Public Health – Antelope valley rehabilitation centers) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2214A	8 <u>7</u>	INTERMEDIATE TYPIST-CLERK

SECTION 10. Section 6.78.070 (Department of Health Services – San Fernando Valley cluster) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5879A</u>	<u>1</u>	<u>CHILD LIFE SPECIALIST</u>

SECTION 11. Section 6.78.070 (Department of Health Services – San Fernando Valley cluster) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5871A	2 <u>1</u>	RECREATION THERAPIST I

SECTION 12. Section 6.100.010 (Probation – Support services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0665A</u>	<u>3</u>	<u>ACCOUNTING SYSTEMS TECHNICIAN</u>
<u>0666A</u>	<u>2</u>	<u>SENIOR ACCOUNTING SYSTEMS TECH</u>
<u>0669A</u>	<u>1</u>	<u>SUPVG ACCOUNTING SYSTEMS TECHNICIAN</u>

SECTION 13. Section 6.100.010 (Probation – Support services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8607A	40 <u>35</u>	DEPUTY PROBATION OFFICER II, FIELD
8610A	30 <u>29</u>	SUPVG DEPUTY PROBATION OFFICER

SECTION 14. Section 6.100.018 (Probation – Field services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0665A	3	ACCOUNTING SYSTEMS TECHNICIAN
0666A	2	SENIOR ACCOUNTING SYSTEMS TECH
0669A	4	SUPVG ACCOUNTING SYSTEMS TECHNICIAN

SECTION 15. Section 6.100.018 (Probation – Field services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8607A	753 <u>758</u>	DEPUTY PROBATION OFFICER II, FIELD
8610A	97 <u>98</u>	SUPVGV DEPUTY PROBATION OFFICER

SECTION 16. Section 6.106.010 (Public Library) is hereby amended to change only the title of the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1595A	1	HEAD, MARKETING SERVICES, LIBRARY <u>HEAD, MARKETING AND COMMUNICATIONS</u>

SECTION 17. Section 6.120.011 (Sheriff - Court services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4229A</u>	<u>1</u>	<u>CONTRACT PROGRAM MONITOR</u>

SECTION 18. Section 6.120.011 (Sheriff – Court services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1230A	4 <u>3</u>	OPERATIONS ASSISTANT III, SHERIFF

SECTION 19. Section 6.120.012 (Sheriff – Custody) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1392A	1	ASST MEDICAL RECORDS DIRECTOR II
1400A	1	MEDICAL RECORD TECHNICIAN I
1401A	9	MEDICAL RECORD TECHNICIAN II
1394A	1	MEDICAL RECORDS DIRECTOR I
1402A	4	SENIOR MEDICAL RECORD TECHNICIAN
1403A	6	SUPVG MEDICAL RECORD TECHNICIAN I
1404A	8	SUPVG MEDICAL RECORD TECHNICIAN II

SECTION 20. Section 6.120.012 (Sheriff - Custody) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1416A</u>	<u>16</u>	<u>HEALTH INFORMATION ASSOCIATE</u>
<u>1410A</u>	<u>1</u>	<u>HEALTH INFO MGMT SENIOR SUPERVISOR</u>
<u>1409A</u>	<u>7</u>	<u>HEALTH INFO MANAGEMENT SUPERVISOR</u>
<u>1411A</u>	<u>1</u>	<u>HEALTH INFORMATION MANAGER</u>
<u>1418A</u>	<u>2</u>	<u>HEALTH INFO SENIOR TECHNICIAN</u>
<u>1417A</u>	<u>5</u>	<u>HEALTH INFORMATION TECHNICIAN</u>
<u>1390A</u>	<u>1</u>	<u>MEDICAL RECORDS SUPERVISOR II</u>

SECTION 21. Section 6.120.012 (Sheriff - Custody) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1138A	74 <u>65</u>	INTERMEDIATE CLERK
2216A	30 <u>33</u>	SENIOR TYPIST-CLERK

SECTION 22. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added and the compensation changes recommended to Section 6.28.050 of the County Code.

[RECLASSAPRIL2009KPCEO]